

ADDRESS OF PERSONAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON 25, D. C.



DEPARTMENT OF STATE

WASHINGTON

March 1, 1961

AT Dear

As of January 1, 1961, the document heretofore known as a "Special Passport" has been redesignated as an "Official Passport." The reason for this change in name is that in some countries the term "Special" connotes special police or special investigator. The word "Official" more correctly describes the function of this type of document. The Official passport is issued only to employees of the United States government proceeding abroad on official travel orders. Government employees now in possession of "Special" passports should continue to use them until they expire.

Among the significant changes made in this category of passports are the following:

1. Official passports are valid for five years without the necessity for renewal.
2. Titles and assignments have been eliminated from the descriptive data in the passport, thus avoiding the need for frequent amendments.
3. The format of the Official passport is now uniform with that of other types of passports.
4. A distinctive maroon colored cover distinguishes the Official passport from the Regular passport which is blue, and the Diplomatic passport which is black.
5. Courtesy fee passports are no longer issued.

Official

AT
Personnel Officer,
2430 E Street, N. W.,
Washington 25, D. C.

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Official passports are issued by the Passport Office for the purpose of accomplishing specific official travel assignments. They are not to be used for personal business or pleasure travel. Immediately upon the completion of the authorized travel, the passport must be returned to the Passport Office for retention. It will be available for future use upon submission of additional travel orders. If no further official travel is contemplated, the passport must be submitted for cancellation. In case the bearer wishes to keep the passport as a souvenir, it will be returned to him after cancellation, if requested.

Since the new Official passport issued after January 1, 1961 is valid for five years without renewal, your cooperation in controlling the use of this passport is desired in order that it will be strictly limited to official travel.

Sincerely,

Frances Knight
Frances G. Knight
Director, Passport Office

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